

Williamson County Board of Education



Adopted Date:

6/18/01
Rev. 8/15/05;1/18/11;
Editorial 6/6/14

5.303

PROFESSIONAL/PERSONAL LEAVE

1 A. Definitions

- 2
3 1. Professional leave shall mean a leave of absence to visit schools for the purpose of viewing
4 instructional techniques or programs, or for attending conferences, workshops or seminars.
5 2. Personal leave shall mean a leave of absence for the purpose of transacting or attending to
6 personal business and may be used for any purpose at the discretion of the professional
7 employee.
8

9
10 B. Allocation

- 11
12 1. The time allowed for professional/personal leave with pay shall consist of two days per
13 school year, non-cumulative, of employment as a professional employee. Any
14 professional/personal leave remaining unused after the end of the year shall be credited to
15 that professional employee as sick leave.
16 2. Upon termination of the employment of such professional employee before such days are
17 earned, there shall be deducted from the final salary of such professional employee an
18 amount based on his daily rate of pay sufficient to cover an unearned professional/personal
19 leave day used by him. If such final salary is insufficient for this purpose, the professional
20 employee shall be liable for reimbursement of any amount in excess of his final salary.
21
22

23 C. Certification

- 24
25 1. Written application for professional/personal leave shall be filed with the Principal no less
26 than 24 hours prior to the date of the proposed absence, except in cases of emergency.
27 2. The approval of the Superintendent of Schools or designee shall be required for personal
28 leave taken under the following conditions: the day prior to or after a holiday; during any
29 prior established examination period; on a day scheduled on the calendar as a professional
30 development or in-service day; on a day scheduled on the calendar as a parent-teacher
31 day; or if more than 10 percent of the teachers request the same day.
32 3. If any professional employee fails to secure approval for said leave, or provide appropriate
33 notice or certification for professional/personal leave, forfeiture of the paid leave will result.
34
35

36 D. Part-time Leave

37
38 Part-time professional employees may accumulate professional/personal leave in a manner
39 proportionate to their work schedule compared with full-time annual employment of a
40 professional employee and their accumulation of professional/personal leave. Part-time
41 professional employees are not eligible for retirement or paid insurance program.
42
43
44
45
46

47 Legal Reference:
48 TCA 49-5-711
49
50